

**Office of the State Comptroller
Receptionist/ Administrative Assistant (Unclassified)**

DESCRIPTION:

The receptionist/administrative assistant will be responsible for performing and coordinating administrative support services, acting as a liaison between agency personnel and the public, receiving visitors, scheduling appointments, and doing related work as required.

RESPONSIBILITIES:

- Receives visitors, determines the nature of their visit, and provides them with required information according to office procedures.
- Answers the telephone and directs calls to the appropriate personnel. Reviews inquiries and responds with the necessary information and assistance in a prompt manner.
- Assists with the compilation of information for various projects.
- Maintains calendar and schedules appointments for Deputy Division Directors.
- Maintains records and files for Deputy Directors.
- Makes data entries in databases and spreadsheets.
- Receives, sorts, and distributes incoming letters and packages.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

- One (1) year of administrative experience in a business or government agency with responsibility for assisting in office administration and other support services.
- Strong communication skills and typing skills.
- Comfortable with communicating with agency heads, Division Directors, and other executive level staff.
- Ability to maintain cooperative working relationships with office staff as well as outside departments and agencies.
- An ability to work as a member of a team.
- Basic proficiency in Microsoft Word, Excel, and Outlook.
- Ability to read, write, speak, and communicate sufficiently to perform the duties of this position.

Interested candidates should submit a cover letter, resume and the names of at least three references to:

Christine McIntyre, Assistant Chief of Staff
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P.O. Box 024
Trenton, NJ 08625
Email: comptrollerstaff@osc.state.nj.us